
Tactical Safety Manager
Getting Started Guide

Getting Started

TacSafe and the Safety Management System

Welcome to the Tactical Safety Manager and the Safety Management System. The Tactical Safety Manager (TacSafe) is an automated management tool designed to assist safety managers and commanders at all levels in administering a risk management based safety program. More importantly TacSafe is designed to provide safety managers and leaders with views of their safety performance and of hazard trends that exist in the organizations. TacSafe provides this organizational view through the use of insightful reports and graphical charts that are available at the touch of a button.

TacSafe implements a business model designed around proven concepts based on the Army's risk management process and categorizes hazards and controls around the Army principles of *Doctrine, Training, Leadership, Organization, Material, and Soldiers (DTLOMS).* Consistently adhering to these concepts means that TacSafe presents information to commanders and safety personnel in terms they understand and in a framework consistent with standard Army program implementation.

This *Getting Started* guide provides a basic overview of the core components of TacSafe and guides the user through installation and initial configuration. Before we get started it is important to understand a little about TacSafe and the concept around which it is designed. The following sections introduce these concepts.

Unit Resource Management System

TacSafe is designed around a management tool known as the Unit Resource Management System. The Unit Resource Management Tool (URMS) is a business model designed around the Army organizational structure. It is designed to integrate at Battalion through MACOM levels of command. Its design encompasses the requirements of the Army's Units of Action and is designed to adapt easily to changes driven by Army Transformation. The design is based on the principle of sharing a central database model (either directly or through the use of import / export tools) with all components associated with URMS.

Let's take a look at an example of how the Unit Resource Management System can simplify management tasks and increase productivity. Today, a typical aviation unit will have several database tools with

personnel related information in use throughout the organization. The S-1 will have links to SIDPERS and will probably have a locally developed database to manage personnel actions. Flight Operations will have a database for the Automated 759 and the Aviation Maintenance Section may store some of this information in the ULLS-A. Databases are also likely to exist in the Safety Office and in the unit training offices. This repetitive data is often difficult to keep current as soldiers PCS in and out of the unit. The Unit Resource Management System provides tools to integrate into the management of the Organization's S-1. With tools to exchange data with SIDPERS, URMS can simplify the process of managing this data and keeping it current. Once the data is part of URMS it can be shared throughout the organization supporting training, safety, flight operations, and general personnel resource management. Maintaining one data repository and for all related organizational functions can dramatically increase an organizations overall productivity.

URMS is more than a centralized repository for organizational data. The design of URMS incorporates the concepts of scalability and extendibility. These concepts insure a long and sustainable life cycle that allows the design of the system to adapt to the needs of the Army as it transforms into the future force. URMS also encompasses in its design basic information views and analysis reporting capabilities that keep commanders informed to the state of their organization and to any trends that may exist.

URMS is more than a computer program. It is a design approach that enhances the Army's goals of the digitized battlefield. All applications adhering to the URMS model a guaranteed to work together and compliment each others capabilities. Through innovated design and integration techniques URMS applications such as TacSafe function as stand alone applications or as part of an organization information management suite.

Tactical Safety Manager and the TacSafe Console

The base application for all functional area applications of the Unit Resource Management System are designed to be mini-suite console management applications. These console applications provide an overview of all the sub-component functions within the functional area with single click access to their capabilities. The console also provides a collection of common reports and charts giving the command a one touch view of the organization. The TacSafe Console divides the sub-component functions into four categories.

1. Administrative Management – Provides tools to manage common administrative data associated with an organization such as organization structure, personnel, facilities, etc.

2. Safety Program Management – Provides tools to manage the common administrative requirements associated with specific safety related programs such as respiratory protection, explosive safety, safety training, safety awards management, etc.
3. Hazards Management – Provides tools to identify, manage, and control hazards identified through various hazard identification techniques such as safety inspections, mishap investigations, and employee hazard reporting.
4. Analysis – Provides tools that give unique views of trends within the organizations. With TacSafe's built in analysis capabilities commanders at all levels are provided with tools to view hazards and hazard trends within the organization. These capabilities are totally unique and not found in any other safety resources available in the Army. Analysis capabilities consist of a series of detailed analysis reports and charts. Information in these reports is provided in a *drill-down* format that gives progressively detailed views of trends within the organization. These analysis reports categorize trends into their DTLOMS and quantify associated hazard and hazard precursor trends. Hazard precursors are those conditions that allow the hazards to be present. Additional reports provide views of organizational and leadership actions that cause the hazards. These views provide commanders with answers to why the hazard exists. Through the use of the centralized hazard management tools and analysis tools, commanders and safety managers can identify the problem, determine its cause, resource the most effective solutions and controls and then track performance. Early identification of these trends can mean that hazards are controlled be for they result in injury or property damage. When implemented, it can significantly contribute to Secretary Rumsfeld's challenge to reduce accidents by 50%.

The TacSafe Console application also provides a reference library catalog that links to the Safety Management System digital library and to safety resources on the Internet. This safety reference catalog provides easily navigable links to the entire safety reference and resource library. See *What's in the Package* below for a description of the references and resources accompanying TacSafe and the Safety Management System.

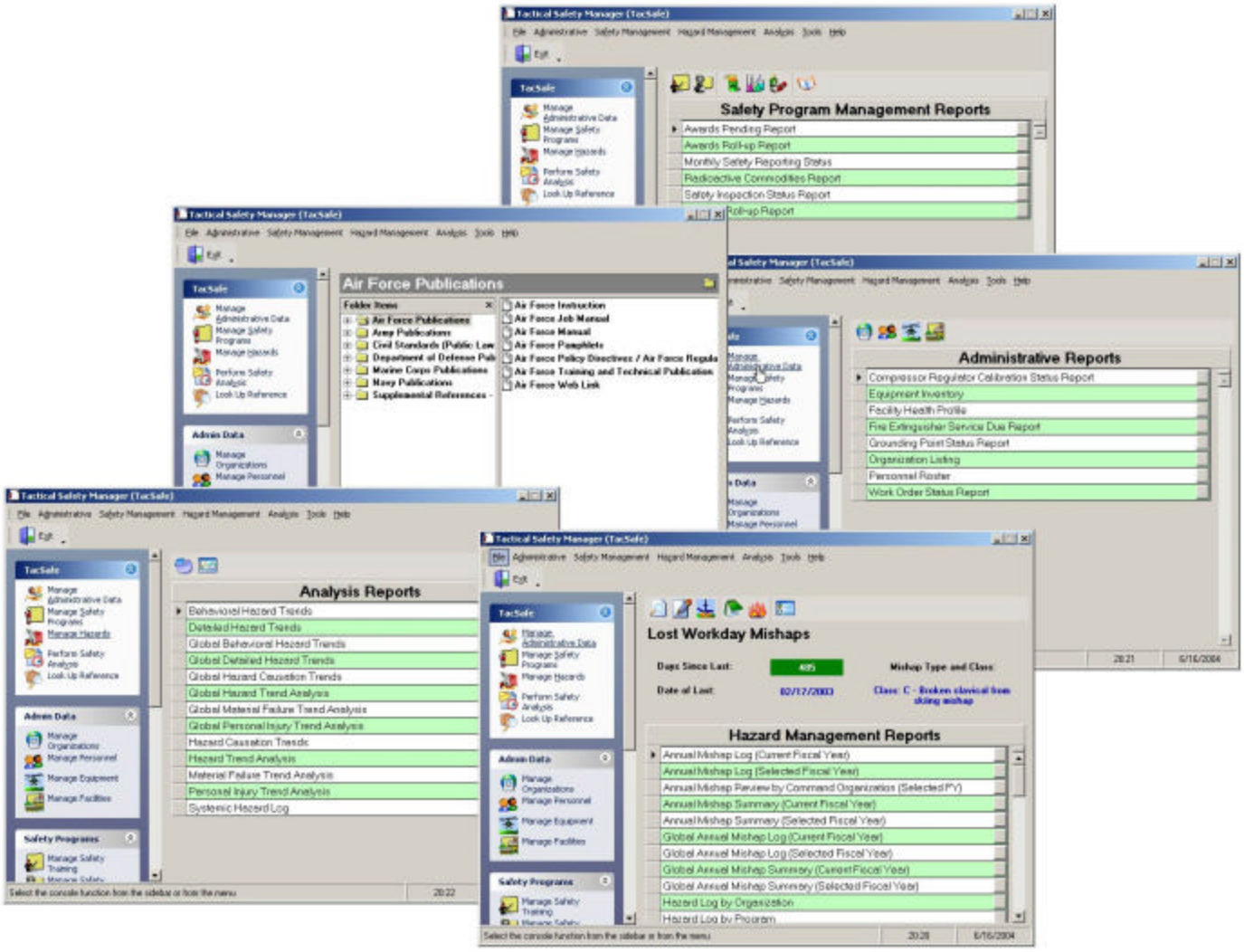


Figure 1 - TacSafe Console Components

What's in the Package

TacSafe is an integrated component to the Safety Management System and ships as part of two different packages. The most complete package is the *Safety Management System DVD.* In addition to the TacSafe application, the *Safety Management System DVD* contains over 11,000 safety management resource files related to all aspects of safety management. These include safety training files, safety program management tools, Safety Manager Guides (see *Safety Management Overview* document for a description of Safety Manager Guides), computer based training resources, and safety reference materials. The *Safety Management System DVD* offers a complete package of resources to successfully manage an organization's safety program. For a detailed description of the Safety Management System see the *"Safety Management System Overview"* document located on

both the *Tactical Safety Manager CD* and the *Safety Management System DVD.*

For organizations and individuals that do not have access to a computer with a DVD drive, TacSafe also ships on the *Tactical Safety Manager CD.* The *Tactical Safety Manager CD* includes all the software application components included on the *Safety Management System DVD.* It does not though contain most of the other Safety Management System resources. Only the reference library of approximately 300 references are includes.

TacSafe Components Defined

TacSafe is a software product that consists of a series of stand-alone applets that assist in the administrative processes of safety management. The individual components of the Tactical Safety Manager are managed from a single console application much like Microsoft Office Binder. Several specific design features are incorporated into TacSafe to ensure the applets are extendible, compatible, and supportable. Through the use of "Wizards" and friendly user interfaces, TacSafe will simplify the administrative processes associated with managing a safety program in Army units. Safety management functions are grouped into the three categories below.

Safety Program Management

The safety program management portion of TacSafe tracks information associated with program management and compliance. Information related to safety programs such as explosives safety, respiratory protection, safety awards, and radiation safety is tracked and managed to simplify compliance requirements, reporting requirements, and improve overall employee and organizational safety.

Hazard Identification and Tracking

TacSafe supports detailed hazard identification and tracking processes. Hazards associated with safety inspections, hazard observations, safety council findings, and hazards associated with accidents are collectively recorded in a central hazards log. Hazards are managed collectively to better prioritize corrective actions and controls, analyze trends, identify systemic defects, and associate related findings. The centralized hazards log model used in TacSafe is a unique and highly innovative approach to eliminating or effectively controlling organizational hazards. This capability can dramatically reduce mishaps and increase an organizations integration of the risk management process.

Hazard Profiling and Analysis

All hazards are qualified and quantified to assist in analysis and trend profiling of the organization. This capability along with other hazard and mishap quantification capabilities provides commanders with incredibly powerful tools to identify trends, root cause hazards, and at risk behaviors within an organization. Analysis tools also quantify the effectiveness and sustainability of controls implemented to determine best course of actions when similar hazards and trends arise in the future.

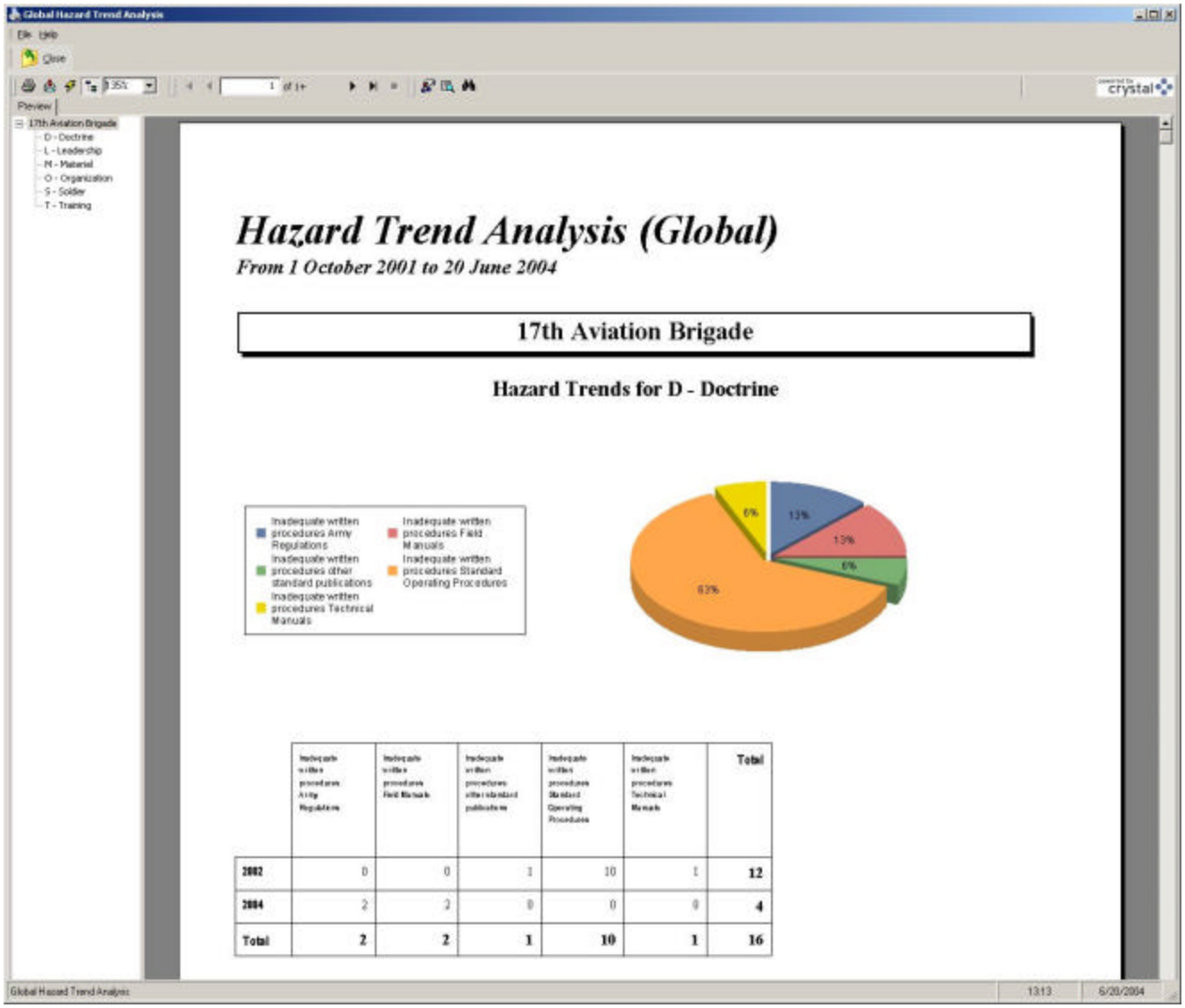


Figure 2 - Hazard Analysis Capabilities

Using TacSafe

This section is designed to take the user through the installation and configuration process of TacSafe. Configuring TacSafe includes the initial set up of the application and defining the organizational structure. Before installing ensure your system meets the minimum hardware and software requirements.

System Requirements

The following is a list of the minimum hardware and software requirements. Recommended specifications are listed where applicable.

- Operating System Requirements
  - Windows NT with service pack 6a
  - Windows 2000
  - Windows XP
  - Windows Server 2003
- Computer Hardware Requirements
  - Pentium class processor
  - Memory
    - Minimum: 256 MB memory
    - Recommended: 512 MB memory
  - Video resolution
    - Minimum: 800 X 600 with 65,000 color
    - Recommended: 1024 X 768 or higher with true color
  - Hard Disk Space
    - Minimum: 125 MB of disk space
    - Recommended: 250 MB of disk space
  - CD / DVD ROM
    - For the Safety Management System a DVD-ROM capable disc drive is required
    - For the Tactical Safety Manager a CD-ROM capable disc drive is required

Before You Begin – Defining the Organizational Structure and the Command Organization

TacSafe is unique in its ability to report hazard trends and an organizational profile in an easy to understand manner. Commanders can benefit dramatically from the answers provided in these reports. To accomplish this TacSafe incorporates a fundamental design concept of the Unit Resource Management System. This design concept logically organizes and groups data so safety managers and commanders can drill down through the reporting organization to find the source of hazards and hazardous trends within the organization. TacSafe incorporates a core Unit Resource Management System

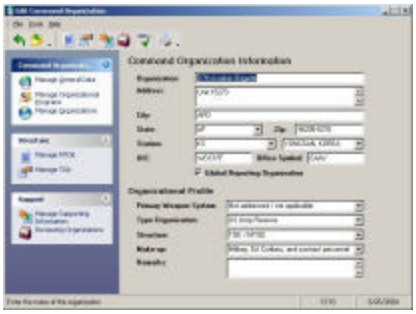


Figure 3 - Command Organization Manager

component known as the *Organization Manager.* The *Organization Manager* groups subordinate organization elements into logical reporting groups under a representative command organization to effectively report data. This Command Organization may represent the actual chain of command or it may represent logical groupings based on geographic locations or operational attachments. The Command Organization structure should also represent the command relationship necessary for controlling hazards and implementing corrective actions.

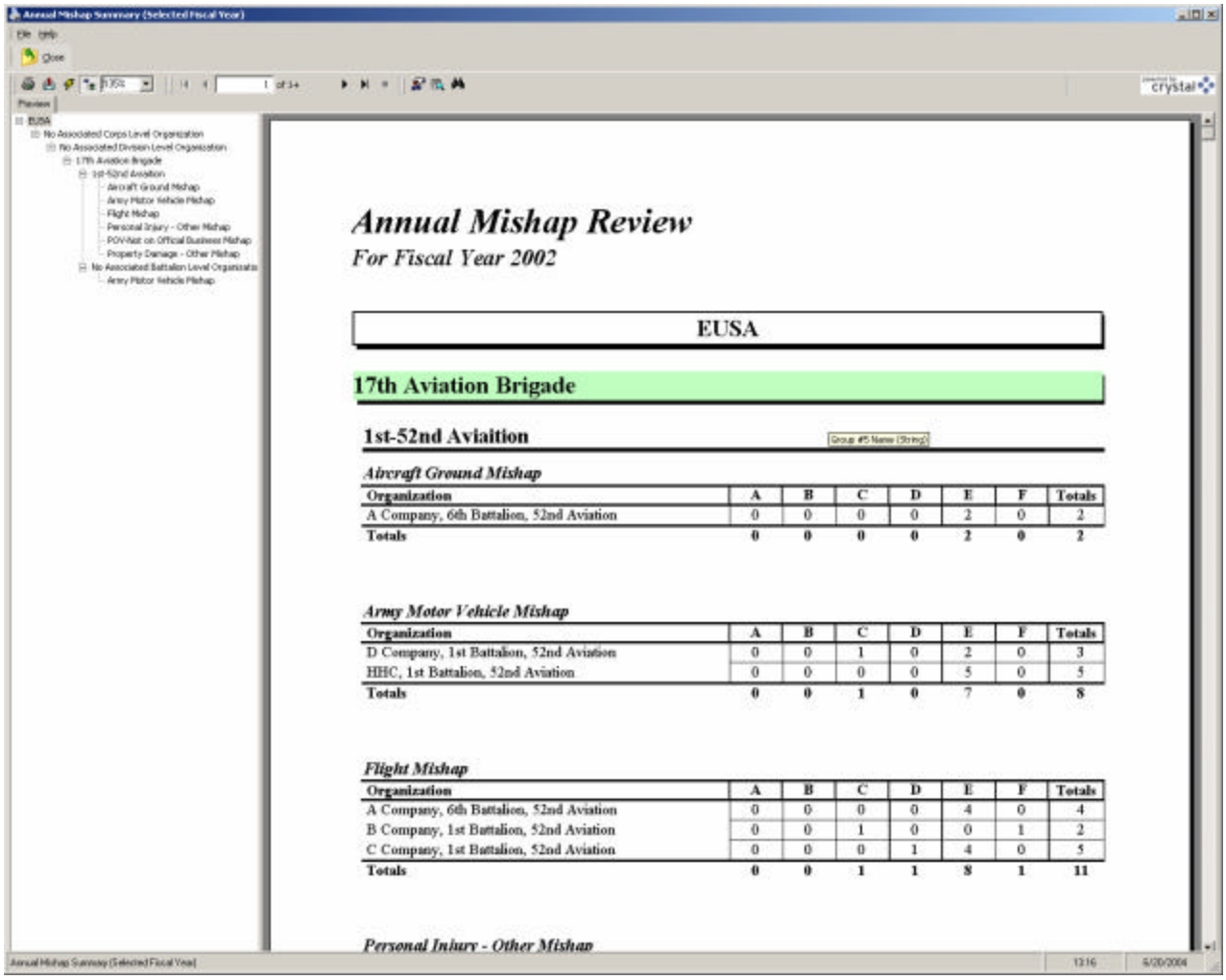
Higher levels of command such as Divisions, MACOMs, installations, etc. may contain more than one Command Organization. This provides for a *drill-down* capability to isolate trends and problem areas. When multiple Command Organizations are used one of these Command Organizations are selected as the Master Organization. The Master Organization is the highest level organization used for grouping reports.

Below are examples of how Command Organizations may be structured to enhance reporting capabilities.

- TacSafe is ideally suited for Battalion and higher levels of command. Each Command Organization contains a collection of subordinate organizations. This is typically the Command Organization and one level of command and one level of command below. For a Battalion, the Command Organization is the Battalion with its companies listed as subordinate organizations
- A Brigade may list itself and each of its subordinate Battalions as Command Organizations. Each Command Organization would list Companies associated with the Command Organization. The Brigade would also be selected as the Master Organization.
- Additional planning is required for use above Brigade levels of command. It is important that organizations are grouped in a manner that functionally makes sense for the identification of hazards and implementation of controls. Typically, higher command levels such as Divisions or MACOMs would list all Major Subordinate Commands as Command Organizations. Each of these Major Subordinate Commands would group all subordinate organizations under their Command Organization.
- Installations and Area Support Groups also require additional planning. Because a command relationship between the installation and the assigned organizations may not exist, it is important to define the most effective Command Organization structure. The Command Organization structure should be designed to enhance hazard analysis, reporting, management, and control. Typically, Brigade command elements assigned to the installation or support group should be listed as Command

Organizations. Each of the Brigades would group all subordinate organizations under their Command Organization. Battalions and all companies are listed individually under their respective Command Organization.

Before installing TacSafe, identify how your organizations will be structured and how you want data grouped for reporting. Define each Command Organization, the Master Organization, and groupings for subordinate organizations. Recommend writing down the Command Organization plan prior to installing to simplify configuring organizations in TacSafe. For more information using *Organization Manager* and managing Command Organizations and the organization structure see the *Organization Manager Users Guide.*



Annual Mishap Review

For Fiscal Year 2002

EUSA

17th Aviation Brigade

1st-52nd Aviaition

Aircraft Ground Mishap

Organization	A	B	C	D	E	F	Totals
A Company, 6th Battalion, 52nd Aviation	0	0	0	0	2	0	2
Totals	**0**	**0**	**0**	**0**	**2**	**0**	**2**

Army Motor Vehicle Mishap

Organization	A	B	C	D	E	F	Totals
D Company, 1st Battalion, 52nd Aviation	0	0	1	0	2	0	3
HHC, 1st Battalion, 52nd Aviation	0	0	0	0	5	0	5
Totals	**0**	**0**	**1**	**0**	7	**0**	**8**

Flight Mishap

Organization	A	B	C	D	E	F	Totals
A Company, 6th Battalion, 52nd Aviation	0	0	0	0	4	0	4
B Company, 1st Battalion, 52nd Aviation	0	0	1	0	0	1	2
C Company, 1st Battalion, 52nd Aviation	0	0	0	1	4	0	5
Totals	**0**	**0**	**1**	**1**	**8**	**1**	**11**

Personal Injury - Other Mishap

Figure 4 - Mishap Reporting Structure Capabilities

Installing TacSafe

Now that you've defined your Command Organizations it is time to install TacSafe. TacSafe ships in one of two versions. The

recommended package ships on a DVD with the entire Safety Management System. For those that do not have access to a computer with a DVD drive, TacSafe also ships on a CD. Though the CD has far fewer resources than the Safety Management System DVD it does come with a complete digital safety reference library that is integrated with the TacSafe application. Both the TacSafe CD and the Safety Management System DVD include an easy to use graphical interface for installation of TacSafe and access to other included resources. To install TacSafe follow each of the steps below:

1. Insert CD or DVD into the computer CD / DVD disc drive. The application should start automatically. If autostart does not function click on safety.exe on the root directory of the CD/DVD.
2. On the TacSafe CD
   a. From the start-up screen select *Install TacSafe*

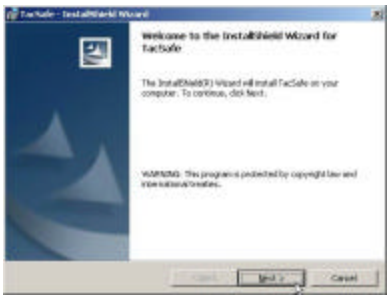


Figure 5 - TacSafe Installation Dialog

   b. Following the directions on the Install TacSafe installation tool.
3. On the Safety Management System DVD
   a. From the start-up screen select *Tactical Safety Manage*

   b. Select *Install TacSafe*

c. Following the directions on the Install TacSafe installation tool.

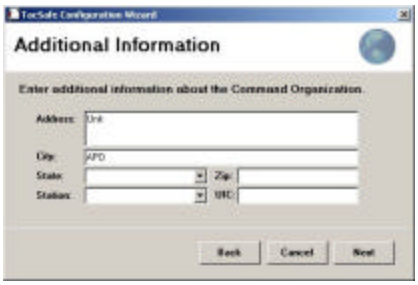
First Run Configuration of TacSafe

As mentioned previously, defining the Command Organization is very important to the reporting capabilities of TacSafe. Because of this, TacSafe has a built in feature to run an initial configuration wizard the first time you use the application. The wizard's primary function is to define the highest level Command Organization / Master Organization. The following sections will take you through each step of the wizard:

1. Click *Next* to continue

2. Enter the name of the Command Organization / Master Organization then click *Next*

3. Enter the administrative information about the Command Organization / Master Organization then click *Next*



4. When you are sure the information you entered is correct click *Finish*

When the wizard completes TacSafe will open and you are ready to get started. The first thing you need to do is to complete building your reporting organization structure. Select *Organization Manager* from the *Administrative Menu* and complete setting up your Command Organization / Master Organization. For more details on setting up your Command Organization, adding additional Command Organizations, and general use of *Organization Manager* see the *Organization Manager Users Guide.*

Daily Use

The TacSafe console application is intended to be a daily safety management tool. From the console you can access all of the TacSafe tools and reports. The TacSafe console will also give you direct access to new safety management tools and reports as they become available. The following section describes the functions that can be managed from the TacSafe console. See Appendix B for a detailed description of each of TacSafe's components.

Operational Tools

From the TacSafe console you can launch tools to identify and manage hazards. TacSafe provides tools to manage the centralized hazards log, report aircraft and ground mishaps, complete employee hazard reports, assist in safety council issue management, and conduct periodic and command inspections. Through the use of import and export wizards mishap reports and non-controlled hazards can be digitally sent to higher headquarters without the use of paper reports. This increases visibility of hazards and allows hazards to be controlled at the proper levels

TacSafe also provides tools to manage standard Army Safety Programs such as respiratory protection, explosives safety, safety training, and safety awards programs. For these tasks TacSafe focuses on reducing the administrative record keeping and reporting burden. Reports and record keeping capabilities are designed around Army and applicable OSHA requirements. Repetitive tasks are kept to a minimized through the reuse of data.

TacSafe's greatest strength is in putting this data to use. TacSafe quantifies ands categorizes data to present it to commanders and safety

officers in a form that is easy to understand and to take action upon. The analysis tools focus on identifying hazard trends to effectively develop controls and implementation plans.

All aspects of safety are managed as one integrated program. As each tool in TacSafe is used data is stored into the integrated database. Over time TacSafe can increase in efficiency through the reuse of the repetitive data stored in the database.

Utility Components

The TacSafe console also provides access to utility functions. The *Tools* menu provides links to perform configuration functions, database maintenance, and other similar functions.

More Information

TacSafe provides two standard methods to assist users in the use of its integrated components. Users may find additional guidance in the component's help file or in the component's users guide. Both of the valuable resources may be accessed through the help menu in found in each of the TacSafe components. For context sensitive help while using TacSafe, press F1 from any screen.

Technical Support and User Recommendations

Product Recommendations

The requirements and specification for the Tactical Safety Manager have been under development for several years with multiple sources contributing their requirements. TacSafe is a dynamic product designed to adapt and transform to meet the needs of the Army. Requirements, capabilities, and specifications continue to be solicited and modified. Eighth US Army currently has sponsorship oversight of the Tactical Safety Manager. To request a capability or contribute to requirement specifications, please contact the address below.

Eighth US Army Command Safety Office
ATTN: TacSafe Team
APO, AP 96205-0005

DSN: (315) 723-3934
Commercial: +82-2-3-7913934

E-Mail: davecms@us.amry.mil
Web: http://8tharmy.korea.army.mil/safety

You can also contact the developer directly at:

David W. Johnson
Corporate Management Systems
HHC 17th Aviation Brigade
Unit 15270
APO, AP 96205-5270

DSN: (315) 723-3934
Commercial: +82-18-222-4825

E-Mail: dave.johnson@cormansystems.com
Web: http://www.cormansystems.com

Technical Support

To report errors, issues, applications bugs, or to ask a specific technical question about TacSafe or any of its integrated components, contact Corporate Management Systems at the address below:

David W. Johnson
Corporate Management Systems
HHC 17th Aviation Brigade
Unit 15270
APO, AP 96205-5270

DSN: (315) 723-3934
Commercial: +82-18-222-4825

E-Mail: dave.johnson@cormansystems.com
Web: http://www.cormansystems.com

The most common difficulties identified with TacSafe during installation are related to security features managed by your Systems / Network Administrators. For technical support related to the installation of TacSafe, contact your organization's Systems / Network Administrator

Appendix A – TacSafe Tools

TacSafe – Modular by Design

The Tactical Safety Manager was designed as a modular suite of safety management component tools. Each of these components is designed to function independently or collectively to compliment each other. Using a modular approach also allows for incremental development and deployment. The requirements specification for TacSafe includes a wide variety of components covering all aspects of safety program management. The initial distribution of TacSafe contains core capabilities to manage hazards, conduct inspections, and manage and report mishaps. Following the initial distribution TacSafe components will be distributed as they are completed (every six to twelve weeks). The following sections define each of the components that make up TacSafe version 1.0. Those components still under development are preceded with a double asterisk (**).

Administrative Components

As previously mentioned, the Tactical Safety Manager is part of a larger conceptual software tool known as the Unit Resource Management System (URMS). URMS contains a core set data resources common to all functional areas. These data elements are static by nature and change very little over time. The data resources are managed by a set of tools categorized as *Administrative Components*. Below are the *Administrative Components* used in TacSafe.

Organization Manager

Organization Manager provides the user with the abilities to establish a reporting structure for TacSafe and also define the actual Army organizational structure for each organization cataloged in the system. *Organization Manager* is central to the reporting and analysis capabilities of TacSafe. Every component within TacSafe uses organizational information. *Organizational Manager* also provides tools to define standardized functional programs within and organization such as fire safety, FOD Prevention, respiratory protection program, explosive safety program, etc. *Organization Manager* **is** part of the initial core shipment of TacSafe.

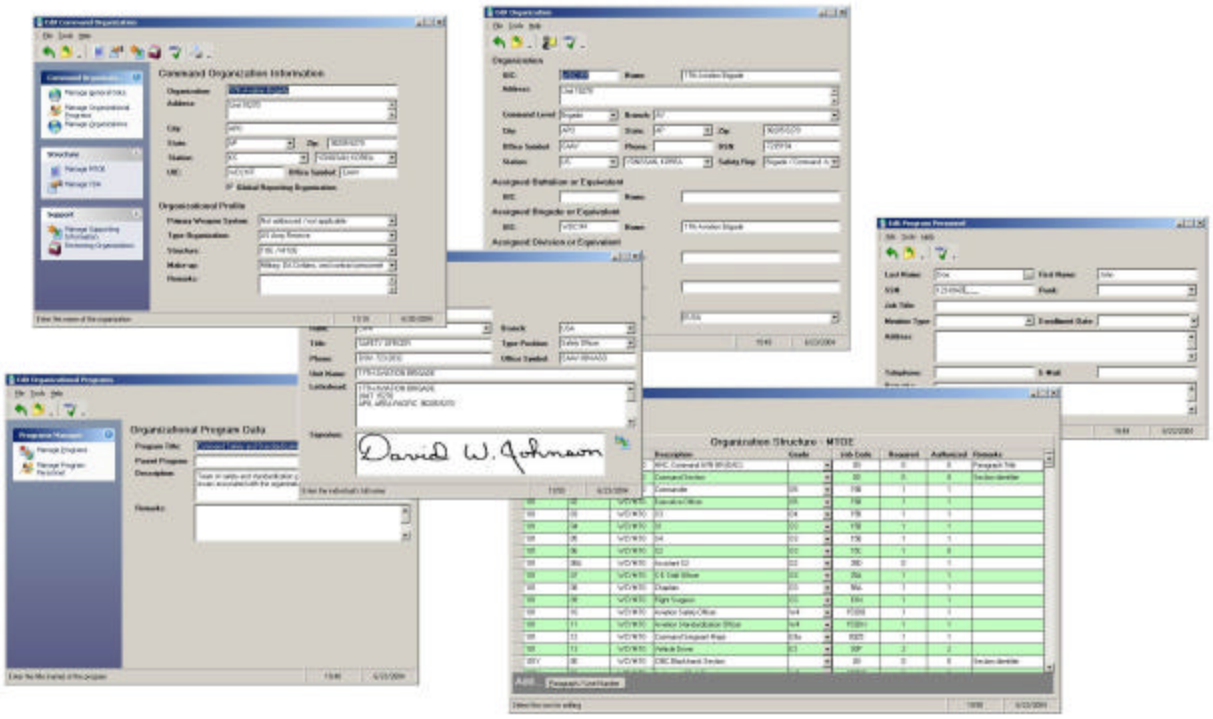


Figure 6 - Organization Manager

*****Personnel Manager***

Personnel Manager provides the user with tools to manage information about soldiers assigned to an organization and administrative information associated with the individual. *Personnel Manager* is an essential part of the *Safety Training Manager* and the *Safety Awards* Manager but is not essential for other TacSafe components. *Personnel Manager* **is not** part of the initial core shipment of TacSafe.

*****Equipment Manager***

Equipment Manager provides the user with tools to manage equipment assigned to an organization. Equipment is typically defined as Army aircraft, Army motor vehicles, and Army combat vehicles but also may include any other assigned TDA or MTOE equipment. Like the *Personnel Manager*, *Equipment Manager* serves a non-critical supporting role in TacSafe. *Equipment Manager* **is not** part of the initial core shipment of TacSafe.

Facilities Manager

Facilities Manager provides the user with tools to manage facilities and real property assigned to an organization. *Facilities Manager* also provides tools to manage maintenance work orders associated with a facility or real property. *Facilities Manager*, though not required, can significantly enhance the safety manager's ability to manage hazards that are associated with a select facility. It also provides tools to assess the health profile of a facility by reporting on the currency of fire extinguisher inspections, compressor regulator calibrations, waivers management, SASOHI currency, and grounding point ohm readings. *Facilities Manager* **is** part of the initial core shipment of TacSafe.

Safety Program Management Components

The *Safety Program Management Components* are designed to reduce the regulatory record keeping and reporting requirements of specific safety related organizational programs. These components also integrate with other component categories to enhance the analysis capabilities of TacSafe. Below are the *Safety Program Management Components* used in TacSafe.

*****Safety Training Manager***

Safety Training Manager provides the user with tools to manage periodic safety compliance and safety awareness training. Management functionality includes course definitions, training requirements management (based on job requirements), class scheduling, and attendance management and reporting. *Safety Training Manager* also provides tools to integrate with Safety Management Systems compliant computer based training courses. Record of training and testing can be imported from the computer based training course directly into an individuals training record. *Safety Training Manager* **is not** part of the initial core shipment of TacSafe.

*****Safety Awards Manager***

Safety Awards Manager provides the user with tools to manage organizational and individual safety awards. *Safety Awards Manager* supports all DA level safety awards and locally developed safety awards. Safety impact award programs are also supported. *Safety Awards Manager* **is not** part of the initial core shipment of TacSafe.

*****Radiation Safety Program Manager***

Radiation Safety Program Manager provides the user with tools to manage an organization's radiation safety program. *Radiation Safety Program Manager* catalogs an organization's radioactive commodities and manages inspection requirements associated with the materials. The initial release will focus on tools to manage standard radioactive

materials found in an organization such as the chemical detection and warning systems. Later releases will provide support for more intense radiation safety programs such as those found in hospitals. *Radiation Safety Program Manager* **is not** part of the initial core shipment of TacSafe.

*****Respiratory Protection Program Manager***

Respiratory Protection Program Manager **is not** part of the initial core shipment of TacSafe.

*****Explosives Safety Program Manager***

Explosives Safety Program Manager provides the user with tools to manage an organization's explosive safety program. *Explosives Safety Program Manager* catalogs ammunition and explosives inventories, manages inventory and inspection requirements, and assists in identifying recalled inventories. *Explosives Safety Program Manager* **is not** part of the initial core shipment of TacSafe.

*****Safety Publications Manager***

Safety Publications Manager provides the user with tools to manage publications and reference materials associated with TacSafe. TacSafe itself ships with over 250 reference publications. These publications are accessed directly through the TacSafe Console. *Safety Publications Manager* provides the user with tools to manage and update the reference library catalog and to add new / user publications to the catalog list. User publications may be digital versions of published reference or it may also be links to web resources. *Safety Publications Manager* **is not** part of the initial core shipment of TacSafe.

Hazards Management Components

The *Hazards Management Components* represents the core capabilities of the Tactical Safety Manager. TacSafe's unique abilities to manage hazards and controls significantly contribute to meeting DoD accident reduction goals. Below are the *Hazards Management Components* used in TacSafe.

Hazards Log Manager

Hazards Log Manager is the core central component of TacSafe. *Hazards Log Manager* provides a single repository for all hazards identified regardless of the identification process. Hazardous findings identifies through mishap investigations, hazards from periodic inspections, standardized inspections such as the Standard Army Safety and Occupational Health Inspection (SASOHI) and the Aviation Resource Management Survey (ARMS), employee hazard reporting programs (Occupational Hazard Report and Employee

Report of Unsafe Working Condition), and safety council issues are all stored in a common repository and managed collectively. This approach provides safety managers and commanders with a single view of all hazards in their organization. The common repository enhances hazard analysis and provides enhance resource management to prioritized and expedite hazard control implementation. *Hazards Log Manager* **is** part of the initial core shipment of TacSafe.

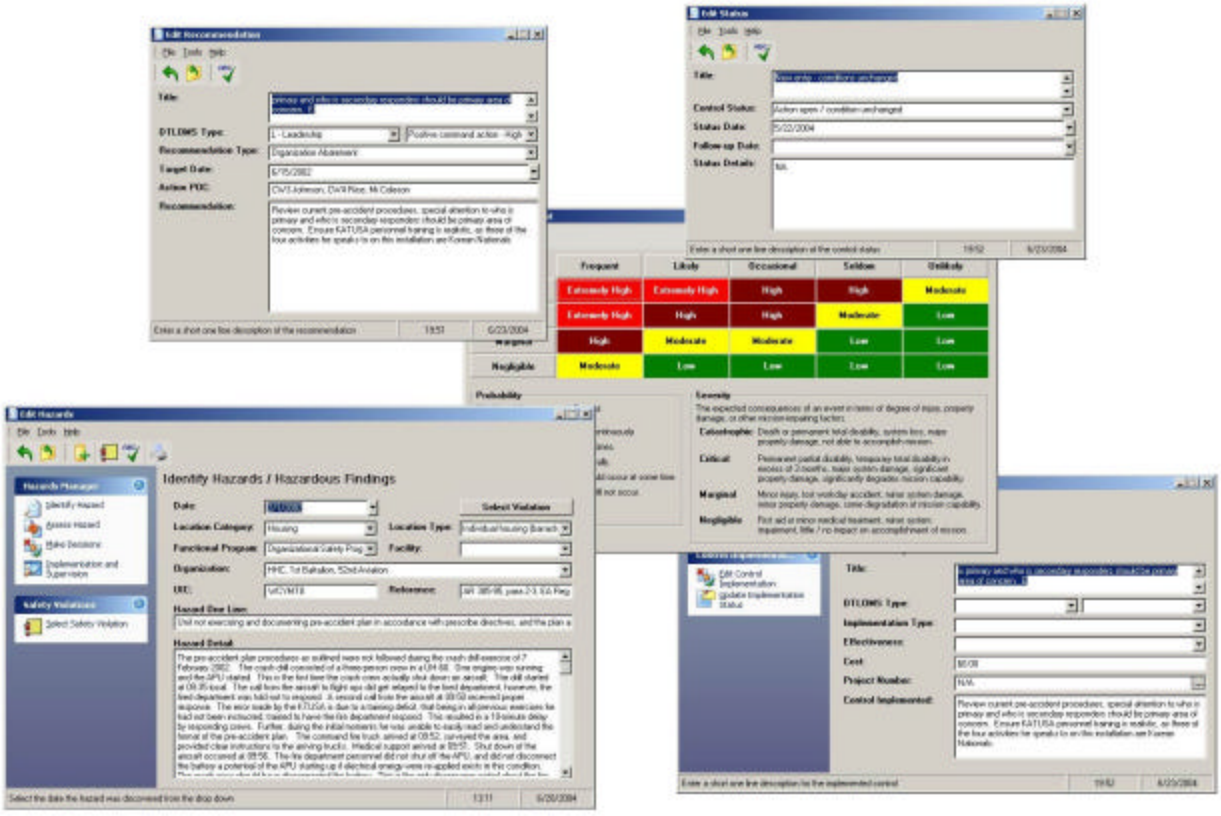


Figure 7 - Hazards Log Manager

Safety Inspection Manager

Safety Inspection Manager provides the user with tools to manage periodic routine inspections such as fire safety inspections, FOD prevention inspections, and facility inspections. It also provides tools to support standardized command type inspections such as the Standard Army Safety and Occupational Health Inspections (SASOHI), Aviation Resource Management Survey (ARMS), and Command Inspection Programs (CIP). Findings from inspections are stored in the central hazard repository for hazard management and control. Future reporting tools will also manage scheduling and required reporting of completion of required periodic inspections. *Safety Inspection Manager* **is** part of the initial core shipment of TacSafe.

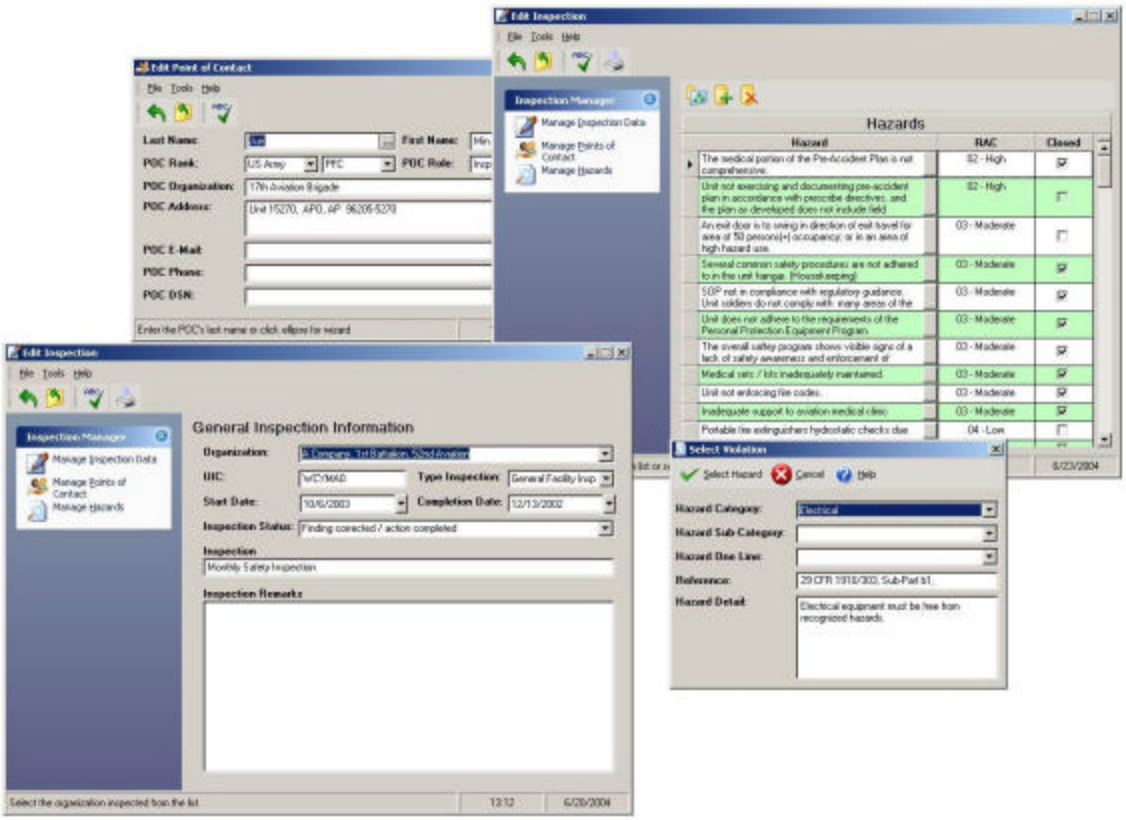


Figure 8 - Safety Inspection Manager

Mishap Reporting Manager

Mishap Reporting Manager provides the safety user with tools to manage the mishap investigation process and report the mishap to higher commands in accordance with AR 385-40 and DA Pam 395-40. *Mishap Reporting Manager* generates standard reports such as the AGAR and the AAAR. A unique feature of *Mishap Reporting Manager* is its singular approach to reporting mishaps. There is not a separate tool for reporting ground mishaps from aviation mishaps. All mishaps are recorded in a common repository. Additionally, all mishap findings are recorded as hazards in the central hazards repository. This approach enhances TacSafe's analysis by providing a

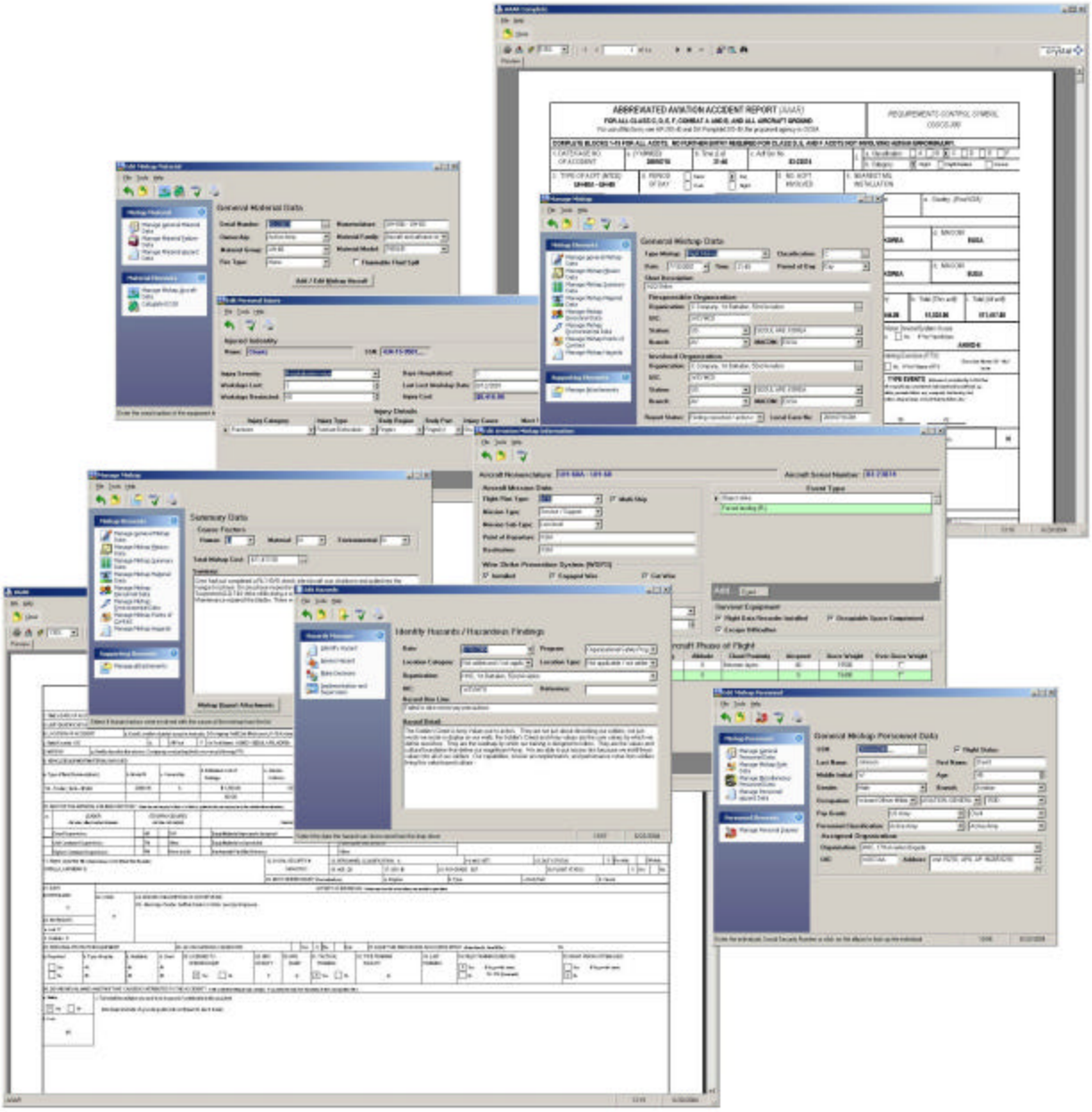


Figure 9 - Mishap Manager

singular view or the organization. Trends and weaknesses within the organization are able to be identified much more quickly as a result of this approach. *Mishap Reporting Manager* **is** part of the initial core shipment of TacSafe.

*****Safety Council Minutes Manager***

Safety Council Minutes Manager provides the user with tools to manage minutes and issues resulting from standard safety council meetings. Issues identified in safety councils are managed in the central hazard repository. *Safety Council Minutes Manager* also produces all council worksheets and minutes in a standard Army format. *Safety Council Minutes Manager* **is not** part of the initial core shipment of TacSafe.

*****Employee Hazard Reporting Manager***

Employee Hazard Reporting Manager provides the user with tools to manage employee reports of hazards in a format conforming to the Occupational Hazard Report and the Employee Report of Unsafe or Unhealthful Working Condition. Employee identified hazards may also be entered in a freeform format. Hazards identified in this manner are also managed in the central hazard repository. *Employee Hazard Reporting Manager* **is not** part of the initial core shipment of TacSafe.

*****Automated Risk Assessment and Management Tool***

The *Automated Risk Assessment and Management Tool* is designed as a tool to assist first line supervisors through commanders with an automated risk matrix reporting tool. Completed matrices are also stored in the system for reuse on similar operations. The *Automated Risk Assessment and Management Tool* enhances and simplifies the risk analysis process through the use of standard common activities. These activities are defined by the using organization and may be updated at any time. The *Automated Risk Assessment and Management Tool* **is not** part of the initial core shipment of TacSafe.

Analysis Components

TacSafe is unsurpassed in its ability to analyze hazard trends and present this analyzed information in a sensible easy to understand format. Analysis capabilities are designed into every component element that makes up TacSafe. The *Analysis Components* provide Safety Managers with tools to manipulate, group, chart, and report this information. Below are the *Analysis Components* used in TacSafe.

*****Hazards Trend Analysis Tool***

The *Hazards Trend Analysis Tool* provides the user with tools to analyze trends within the organization. TacSafe's unique central hazard repository was designed in conjunction with the *Hazards Trend*

Analysis Tool. Because specific aspects of each hazard are quantified hazard trends can be quickly identified and acted upon. Users are given the ability to group hazard data together and select specific areas to look at. Data groupings may indicate trends within the organization. The *Hazards Trend Analysis Tool* **is not** part of the initial core shipment of TacSafe.

*****Systemic Defect Management Tool***

The *Systemic Defect Management Tool* provides the user with tools to isolate the root cause systemic hazard. Through the use of the *Hazard Trend Analysis Tool* and other analysis functions within TacSafe, root cause systemic hazards are identified. These root cause systemic hazards are entered into the *Systemic Defect Management Tool* where the process of elimination and control of the systemic hazard is managed. The *Systemic Defect Management Tool* **is not** part of the initial core shipment of TacSafe.

Utility Components

TacSafe is designed to be scalable and extendible. This means that as the Army transforms TacSafe can mature and also transform to support these changing requirements. *Utility Components* are designed to provide users with tools and resources to keep TacSafe up to date. Below are the *Utility Components* used in TacSafe.

*****Safety Organizer Tools***

Safety Organizer Tools are a collection of tools designed to provide calendar management resources for safety managers. These tools will provide calendar and planning guides for upcoming inspections, waiver expiration dates, inspection expiration dates, etc. *Safety Organizer Tools* **are not** part of the initial core shipment of TacSafe.

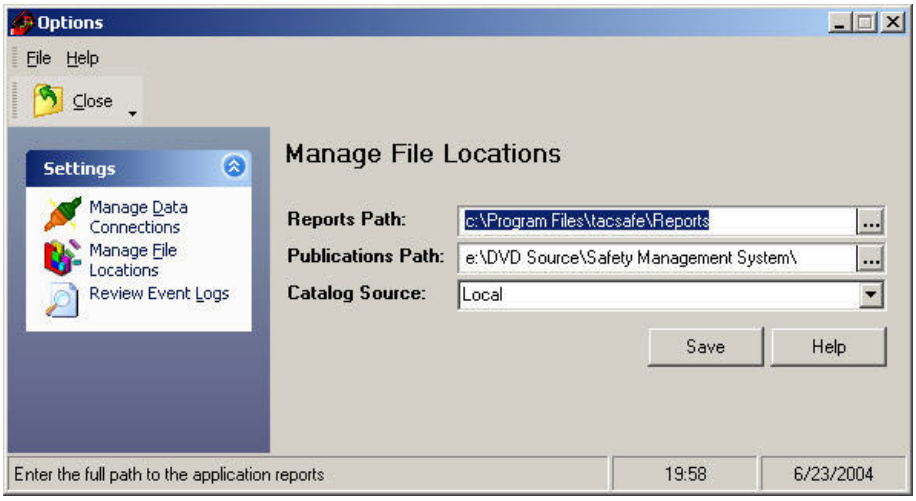
Import / Export Wizards

Import / Export Wizards provide the user with tools to import mishap reports and hazards from subordinate commands as well as export this information to higher commands. Data is exported in a format that allows for direct import into the higher commands database. This insures that higher commands have visibility of this information and can include it in their hazard / trend analysis. *Import / Export Wizards* **are** part of the initial core shipment of TacSafe.

Database and Configuration Management Utilities

Database and Configuration Management Utilities provide the user with utilitarian tools to supporting functions for TacSafe. These tools manage the location of the database files, reports, and references. Tools are also provided to compact the database as well as backup and

restore the database. *Database and Configuration Management Utilities* **are** part of the initial core shipment of TacSafe.



Appendix B - End User License Agreement

Tactical Safety Manager

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